

-CLASSIFIED PERSONNEL-**Classified Personnel****DEFINITION**

Classified personnel are all those employees who hold positions not requiring teacher certification.¹

PROBATIONARY STATUS

New classified employees, and former employees re-employed in classified positions, shall serve an initial ninety (90) day probationary period as specified in the appropriate bargaining agreement or ~~d~~District procedures. The purpose of the initial probationary period is to determine the employee's suitability for the position.

Classified employees reassigned from one (1) job classification to another shall serve a reassignment probationary period of ninety (90) working days. The purpose of the reassignment probation is to determine the employee's capability of performance in the new assignment.

Present classified employees whose work or conduct is unsatisfactory may be placed in disciplinary probation status. The purpose of the disciplinary probation is to determine the employee's capability of continued employment.

SUBSTITUTE EMPLOYEES

~~Solely for purposes of the County Employees Retirement System, substitute employees shall serve a probationary period not to exceed twelve (12) months during which they shall not participate in CERS.~~

BARGAINED CONTRACTS

Personnel provisions of contracts negotiated between the Board and local employee associations recognized by the Board shall be followed.

REFERENCES:

¹[KRS 161.011 \(1\)](#)
[KRS 78.510](#)
[KRS 78.615](#)
[702 KAR 001:035](#)

RELATED POLICIES:

See Chapter 11

Adopted/Amended: 01/01/1900
Order #:

- CLASSIFIED PERSONNEL -

Cafeteria Plan

Classified personnel shall be eligible to participate in a cafeteria plan of benefits.

The Superintendent shall develop and make available to employees a list of benefits and procedures consistent with the regulations as listed in 26 C.F.R., Part I, 1.125.1. This listing, or any amendments thereto, shall be subject to review and final approval by the Board.

REFERENCE:

26 C.F.R. Part I, 1.125.1

Adopted/Amended: 01/01/1900
Order #:

Volunteers

VOLUNTEERS

~~The bBoard of education shall encourages assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program~~

DEFINITION

Volunteers are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or ~~school-d~~District programs and who do not receive compensation for their assistance. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

Classified hourly employees shall not be permitted to volunteer for duties related to their primary job.

SUPERVISION OF VOLUNTEERS

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. ~~Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers.~~

Pursuant to KRS 160.380, the Superintendent/designee may also ~~may~~ require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. ~~Otherwise, except as stated previously, the volunteer must pay for the background checks.~~

The required criminal records check shall be repeated every five (5) years for continuing volunteers.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

VOLUNTEERS

BASIS FOR DISQUALIFICATION

The Superintendent/designee shall have the authority to disqualify any individual from participating in school and/or District programs as a volunteer.

Applicants with the following convictions shall not be authorized to volunteer:

1. Any conviction for sex-related offenses;
2. Any conviction for offenses against minors;
3. Any conviction for felony offenses;
4. Any conviction for deadly weapon-related offenses;
— Any conviction for alcohol-related offenses within the past five (5) years;
5. Any conviction for drug-related offenses, including felony drug offenses, within the past five (5) seven (7) years;
6. Any conviction for violent, abusive, and/or threatening or harassment related offenses within the past five (5) years;
7. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability of the applicant to serve as a volunteer.

Volunteers shall immediately notify the school Principal or the Volunteer Talent Center if they are convicted of or plead guilty to one of the criminal offenses listed above.

If the Superintendent disqualifies an individual from participating as a volunteer for reasons other than those listed above, the Superintendent shall communicate the reasons for the disqualification to the individual in writing. The individual may ask the Superintendent to reconsider the decision. The Superintendent shall review the request for reconsideration, review the grounds for the initial disqualification, consult with the building Principal and/or program supervisor, and make a final decision. The decision rendered by the Superintendent after reconsideration, shall be final.

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at the time of employment or within the past twelve (12) months, whichever is the more recent.

TRANSPORTATION OF STUDENTS

Volunteers who transport students shall annually complete a Volunteer Auto Insurance Affidavit and shall provide the Superintendent/designee with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year or any loss of the volunteer's auto liability insurance shall be reported to the Superintendent/designee prior to transporting students.

ORIENTATION

The Superintendent/designee shall develop orientation materials ~~and as well as~~ procedures ~~for the encouragement and use of volunteers~~ to be provided to all volunteers in the ~~d~~District. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

REFERENCES:

¹KRS 161.148
[KRS 160.380](#)
[KRS 161.044](#)

RELATED POLICIES:

03.5
08.113; 08.1131

Adopted/Amended: 01/01/1900
Order #: